

BIGFORK FIRE DISTRICT TRUSTEE
Meeting Minutes
November 29th, 2022
5:30pm

Trustees: Andrew Sliter, Robert Borges, Dan Elwell,

Absent Trustees: Gary Wilson, Seth Price

Guests: Chief-Jeremy Patton, Cindy Norred, Sean Reffner, Morgan Angelucci, Patrick Wallen, Sean Kehl, Michael Martienez,

*Meeting was recorded

1. CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE at 17:40
2. GENERAL PUBLIC COMMENT* There was no public comment
3. CONSENT AGENDA
 - A. Approval of Agenda as Presented
 - B. Approval of Purchase Orders:
 - C. Approval of Meeting Minutes for September 27th, 2022, as Presented
 - D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented-September & October 2022, QuickBooks Conversions Adjustments for FY21 & FY22

Aerial testing and repair breakdown questions-testing vs. repair, how much was what, Cindy will look and let know. Sliter wanted a reminder of old fire engine discussion, explained purchase of the head, sitting in Great Falls, have pictures and SS#, no schedule when it will be repaired, PO questions, board approved at one point for the head (part), under apparatus maintenance. Side loft Barn (yard shed) cost questions, noted that it was in building improvements plan line item, that was approved earlier with list, fence, bathrooms etc. Questions on card locks on fuel cards for product, Chief had looked into other cards and there are no other ones that would work for us. A motion to accept the consent agenda A, B, C, D, Borges (1st) Sliter (2nd), all in favor, none opposed. *See green sheet for details of each line item.
4. ITEMS FOR REPORT
 - A. Fire Chief's Report* See attached report from Chief Patton
5. UNFINISHED BUSINESS-ACTION ITEMS/DISCUSSION ITEMS
 - A. Apparatus Update: *See attached Green Sheet.

6. NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS:

- A. Approval of FY22-Annual Financial Report to Department of Administration- Local Government Services Bureau-P/L, Balance Sheets, A/R, Liabilities, Adjustments: It is going to be audited, adjustments have been done for closing of FY, Proceeds of Long Term Debt amount questions, it was explained that it is the sale of capital assets, It is where we are to report according to the Department of Administration that Cindy had discussed with them.

A motion to approve FY22-Annual Financial Report as Presented for the Department of Administration, Sliter (1st) Borges (2nd), no comments, all in favor, none opposed.

- B. Discussion/Approval of Additional Permanent Staffing Request: *See Green Sheet

A motion to approve a position for full-time paramedic, Sliter (1st) Borges (2nd), no comments, all in favor, none opposed.

A motion to approve two to three permanent part-time positions, Sliter (1st) Borges (2nd), no comments, all in favor, none opposed.

- C. Approval of Hiring Permanent Positions:

Move to authorize Chief to conduct interviews to hire these aforementioned or new positions, pending background checks, results etc. and present new hires at Dec board Meeting, Sliter (1st) Borges (2nd), no comments, all in favor, none opposed.

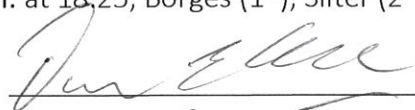
7. Convene into Closed Session Pursuant to MCA 2-3-203 (3): Board did not go to close session.


8. Reconvene into Open Session: Board did not go to close session.

9. GENERAL PUBLIC COMMENT* There was no public comment.

10. Motion to Adjourn: at 18:25, Borges (1st), Sliter (2nd), no comments, all in favor, none opposed.

Minutes Approved:

 , Trustee

 , Recorder

BIGFORK FIRE DISTRICT TRUSTEE

"GREEN SHEET"

November 29th, 2022

CONSENT AGENDA

- A. Approval of Agenda as Presented
- B. Approval of Purchase Orders: None to approve
- C. Approval of Meeting Minutes for September 27th, 2022, as Presented
- D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented -
September & October 2022, QuickBooks Conversions Adjustments for FY21&FY22:
Included in the Board Packet is the Quickbooks Conversion Adjustments completed by Denning, Downey, and Associates for closing FY21 and FY22. This is for adjusting year end financials to recognize corrections, reclassifications, and reversals etc.

ITEMS FOR REPORT

- A. Fire Chief's Report

UNFINISHED BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. **Apparatus Update:** I have received an update from Brindlee Mountain about the engine that we are waiting to take purchase. The department in Colorado will be conducting a final inspection in late January. If everything passes inspection, the department in Colorado will take possession of their new apparatus in February. Brindlee Mountain expects that we should be able to take possession of our apparatus by late February or March.

NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. **Approval of FY22-Annual Financial Report to Department of Administration-Local Government Services Bureau-P/L, Balance Sheets, A/R, Liabilities, Adjustments:**
Included is the report that will need to be signed by the Chairman of the Board and then will be sent to the Department of Administration for the Districts annual Reporting.
- B. **Discussion/Approval of Additional Permanent Staffing Request:** We currently are scheduling an A, B, C shift with shifts B and C both staffed with three full-time employees. "A" shift currently has two full-time employees, and the third position is being filled with mostly part-time employees. Over the summer months, many of the open A shift positions and Kelly days were not able to be filled with part-time employees, so a full-time employee filled the position. Usually after summer/wildland season is over, the part-time employees are able to fill all open available shifts, however, we are still unable to fill many open shifts with part-time employees. This has led to overtime payment that is greater than the cost of adding an additional full-time employee. I am recommending that this open "A" shift position be filled with a full-time employee and preferably a Firefighter/Medic. The department also has approximately 15 part-time employees and usually only four or five of them pick up open shifts on a regular basis. I am requesting that the Board authorize opening two – three permanent part-time shifts that would be scheduled regular monthly shifts to fill Kelly days and any vacation and sick

requests. If the Board agrees with both requests, two separate motions would be needed. One motion for the full-time position and one for the permanent part-time positions.

- C. **Approval of Hiring Permanent Positions:** If the Board approves adding the full-time and part-time permanent positions, I am requesting authorization to interview and hire employees, pending background check and drug test/physical results, prior to the December Board meeting. This will allow time for any new employees to complete orientation and hopefully be scheduled regular shifts in the month of January.

BIGFORK FIRE DEPARTMENT
Originated by District Board / Jeremy Patten

NOV 29 2022

Chief _____ Date _____
Trustee DE Date 11/29/22